

SECTION 2

SYSTEM SUMMARY

2.1 System Application

2.1.1 Purpose of the **System**. The purpose of the DoD Hazardous Materials Information System is to provide a central DoD System for the collection, maintenance, and dissemination of the data contained on Material Safety Data Sheets, and the other data elements specified in the transportation and disposal sections of the manual. This reference data is intended for use of all levels of DoD to:

- a. Develop procedures to prevent mishaps in handling, storage, use, transportation, and disposal of hazardous materials,
- b. Apprise DoD personnel of the hazard of materials encountered in DoD workplaces, and
- c. Devise environmentally acceptable **disposal** procedures.

2.1.2 Improvements Provided. The system will provide, for the first time, a method for centrally storing information on hazardous materials and making this information available to users on a routine, timely basis. Under the current procedures, each service/agency maintains partial data on hazardous items in unique systems/publications. Data is incomplete and is not readily available to personnel who need the information. The DoD Hazardous Materials Information System will provide an organizational structure for systematic collection/development of information on all items regardless of manager, which require special management due to potentially hazardous properties. The information will be routinely published annually with quarterly cumulative updates but can be obtained on an NSN basis daily in an emergency. No centralized system currently exists for **accumulating/distributing** information on all aspects of hazardous material management. Each service/agency has unique procedures for maintaining partial data.

2.1.3 Specific Performance Requirements

A. The system will initially store data in two files: The Safety Data (SD) File and the Transportation Data (TD) File. The system has the capability to establish, **change**, or delete records in the SD File and the TD File from input on the Material Safety Data Sheets. Each file has the capability to store at **least** 50,000 records.

B. The system has the capability to identify and reject data not conforming to validation criteria.

C. The system has the capability to publish, on microfiche, all hazardous information in the file on an annual basis with quarterly cumulative changes.

D. The system has the capability to publish, on microfiche, restricted hazardous information in the **file** on **an annual** basis **with quarterly** cumulative changes. The restricted data consists of the total hazardous data less those specific data elements designated as restricted.

E. The system has the capability for access to the Safety Data File by NIIN, by hazardous component, by specification and by storage code all with or without the focal point indicator. Accessible data elements are shown below:

NIIN

The system will be accessible by NIIN because it will be in NIIN sequence.

Hazardous Component

This will use the NIOSH Code for the appropriate component. The NIOSH Code will be the primary interrogation element and the secondary element will be the focal point indicator, which identifies which focal point is responsible for the **data**. The output will include either a list of stock numbers or the total record for the items that matched the interrogated element.

Specification

The primary element interrogated will be the specification number and the secondary element will be the focal point indicator. The output will be either a list of stock numbers or the total record of the items that matched the interrogated element.

Storage Code

The primary element interrogated will be the storage code and the secondary element will be the focal point indicator. The output will be either a list of stock numbers or the total record of the items that matched the interrogated element.

F. The system has the capability for access to the Transportation Data File by NIIN and by hazard class of each mode of transportation, all with or without the focal point indicator. Accessible data elements are shown below:

NIIN

The system **will** be accessible by NIIN because it will be in NIIN sequence.

Hazard Class per
Transportation Mode

The **primary** element interrogated will be the hazard class for a particular mode of transportation and the secondary element will be ~~the~~ focal point indicator. The output will be either a list of stock numbers or the total ~~reccrd~~ record of the items that matched the interrogated element. This interrogation capability will apply to all five hazard classes in the system.

G. The system has the capability to **cross** -reference part numbers/trade names, in either file, to the applicable **NSN**. The cross-reference is output on microfiche along with the quarterly and annual microfiche publication. This cross-reference is used to determine the NSN when only the manufacturer and his part number/trade name is known.

2.1.4 System Functions

A. The data will be input into ~~the~~ system on three basic forms. They are the Addendum Worksheet, the Material Safety Data Sheet, and the Transportation Data Sheet. The MSDS does not contain all of the necessary data elements which will be in the Safety Data File. Thus the Addendum Worksheet is always submitted with the MSDS.

The MSDS is never submitted alone. The basic MSDS that is used is the OSHA Form 20.

B. The data for the Transportation Data File is input on the Transportation Data Sheet. This sheet contains **all** necessary data elements so an addendum worksheet is not submitted with it. Because the activity which reviews the MSDS may not be the same one which develops the transportation data and because both types of data may not be developed at the same time provisions have been made to accept input of the TDS and the MSDS/Addendum Worksheet separately.

C. The output of the data system is microfiche and paper with a computer tape output available on special request.

D. It should be recognized that certain data elements will be missing and will not be shown in the output. This condition exists because certain data may not be known at the time of publication. When that data element has been determined it will be input by the appropriate focal point. If a data element simply does not apply to a certain item the abbreviation "N/A" (for not applicable) will be input in that field when specified by the procedures for that data element.

2.2 System Operation

A. The procuring activity within the services and DLA will obtain an MSDS from the contractor as part of the procurement contract. DAR Clause 7-104.98 requires submission of the MSDS and cites FED STD 313A which gives instructions on how to complete the MSDS. The procuring activity will assure that control data elements are annotated on the MSDS and forward it to the focal point of the managing Service/Agency. The focal point will review the MSDS to ensure the data are **complete, reasonable** and legible. The focal point will also assure that the Addendum Worksheet is completed and attached to the MSDS and that the Transportation Data Sheet is completed. The focal point will submit the data sheets to the Data Bank. The Data Bank will input the data to the system and produce the output product. Input data will only be accepted by DGSC from the designated focal points.

B. The focal points will be responsible for the technical content of the data sheets and are only required to submit them in a timely manner with, as a minimum, all the mandatory data elements required for entry to the system. Transportation Data may be submitted separately from the MSDS/Addendum Worksheet.

2.3 System Performance

2.3.1 Input

A. As was stated in paragraph 2.1.4 there are three forms that are used to input data to the system. They are the MSDS (OSHA Form 20, DD 1813), the Addendum Worksheet and the Transportation Data Sheet. The MSDS does not contain all the elements necessary for control of the system or for complete identification of the item. Therefore an Addendum Worksheet is used which contains the necessary additional data. The Addendum Worksheet is always submitted when a MSDS is submitted.

B. Because the format for the MSDS is not mandatory, a contractor may submit a Safety Data Sheet that is formatted differently than the OSHA Form 20 or DD 1813. If it is significantly different from these forms the focal point may have to re-format the data onto an OSHA Form 20. It will be a matter of professional judgement on the part of the focal points as to whether or not data needs to be reformatted but final judgement as to the acceptability of the format of a particular contractor's form lies with the DoD Data Bank at DGSC. If a large number of Safety Data Sheets are received from a particular contractor in his own format it is recommended that the focal point contact the Data Bank to determine if the format is acceptable for data

input. If this format is judged to be acceptable then reformatting would not be necessary. The DoD has developed DD Form 1813 which is essentially identical to the OSHA Form 20. If a contractor submits a DD Form 1813, this will be considered an acceptable format. The data for the Transportation Data File is input on the Transportation Data Sheet. This sheet contains all necessary data elements so an Addendum Worksheet is not submitted with it.

c. The focal points are not required to submit a specific number of input data sheets in a specific time frame. They are encouraged, however, to submit them in an even, steady flow rather than wait and submit a large number at one time.

2.3 .2 output

A. Output will be furnished on microfiche in two formats - Total data from the Safety Data File and the Transportation Data File and Restricted Data from the Safety Data File and the Transportation Data File. The difference between the two outputs is that the Restricted Data output will not contain selected data elements if the proprietary indicator is marked "YES".

B. A new basic publication will be published on microfiche annually. Cumulative changes, in the same formats as available for basic publications, will be furnished quarterly on microfiche. A complete cross-reference list from part number/trade name to NSN will be published on microfiche quarterly. The cross-reference list will also include the manufacturer's name. Weekly noncumulative hard copy outputs will be provided to each focal point in the same format as the Total Hazardous Information List. This will be used by focal point personnel to verify that data has been input correctly and to supplement the list between quarterly changes.

C. The SD and TD files can be interrogated as follows:

1. SD File - by NIIN, by specification, by storage code, by NIOSH code or by any of these with or without the focal point indicator.

2. TD File - by NIIN or by Hazard Class for each transportation mode with or without focal point indicator.

D. Interrogation requests will be forwarded through the service/agency focal points by telephone or in writing to DGSC which will be responsible for input to the system and forwarding replies to the requestor or focal point as specified. The DLA focal point will not be responsible for interpreting information in the file or for providing procedural guidance to non-DLA user components.

E. NIIN interrogations should normally be handled manually by each focal point using normal products available. NIIN interrogations can, however, be processed routinely on a weekly basis. Other interrogations will also be processed on a weekly basis unless too many are received at one time in which case processing time will be negotiated with the submitter. NIIN interrogations will be output, on hard copy, in the same format as Total File Interrogations, with SD File and TD File data. Other interrogations will output in hard copy, in one of 2 formats (list of stock numbers only or complete file data for each stock number) as specified by the requestor.

2.3.3 Response Time for Queries. Queries to the system will be processed once a week.

2.3.4 Limitations. The system is not accessible on an online basis. Also it is not available on an oncall 24-hour/day basis because the latest information will be on the output products and any additional information would only be available from the contractor during normal business hours. However, for emergency situations an emergency telephone number for the contractor is provided as one of the data elements in the MSDS.

2.3.5 Error Detection - During the data entry process, data will be screened for legibility and edited for configuration requirements. If a mandatory data element is illegible or in error, the MSDS or TDS will be returned to the originating focal point, without action, with reason for return noted. If a nonmandatory data element is illegible or in error, correct data will be entered into the system; the incorrect data element will be returned to the focal point by DGSC.

2.4 Data Base. There are three types of data in the system. They are general item identification data, item transportation data, and safety and health data. The types of personnel who will be utilizing the data will generally be safety and health, transportation and disposal specialists, but it will be available to other DoD personnel who need the data.

2.5 General Description of Inputs, Processing and Outputs

A. The procuring activity will obtain an MSDS (OSHA Form 20, DD Form 1813 or any essentially identical form) from the contractor for each hazardous item procured. The procuring activity will assure that each form identifies the NSN (or ACN/LSN), manufacturer's name and part number/trade name of the item procured and forward forms to the focal point of the managing service/agency. The managing service or agency has management responsibility for the item and may not be the procuring activity.

B. The focal point of the managing service/agency will review data on the MSDS to ensure the data are complete, reasonable, legible and conform with the automated data system input edit criteria. The focal point will also prepare or arrange for the preparation and completion of the Transportation Data Sheet (TDS) for each hazardous item regulated for shipping. Edited MSDS and TDS will be forwarded, separately or together, to DGSC-STF.

C. Data will be entered directly from MSDS or TDS. Data entry will be performed daily and input held on tape for weekly system processing. The Data Bank will provide computer tapes, fiche, and hard copy outputs in accordance with established distribution requirements.

D. The TDS and the MSDS/Addendum Worksheets do not have to be processed together but each must contain the mandatory control data elements. Prior to submitting either input sheet the focal point (for either transportation or safety and health) should check the latest edition of the hazardous materials list to determine what data is already in the system for that particular NSN, FSCM, Part Number/Trade Name. If there is no information about the item on the list it should be submitted as an addition. If information on the item is already on the list the focal point must determine whether or not a change to the current data is needed. If so, the data should be submitted as a change. If the focal point determines that a particular NSN, FSCM/FSCNM, P/N is not hazardous as defined in section 1.4 of this manual and was therefore entered erroneously, then the Addendum Worksheet with the action code for "delete" should be submitted. If an item was previously hazardous but due to a change in formulation is no longer hazardous, the data should not be deleted (see paragraph 3.2.2.1.2, item 2f, and paragraph 3.2.2.3.2, item 2f).